

## Quick Registration

### Quick Registration is used when:

- The PI will remain the same, AND the case was closed no longer than four benefit months.

Quick Registration allows the case AND all its members to be “reactivated” without having to inquire on and save each person on the application. Family members can be changed, if needed.	
Step	Action
1.	From the SYSE screen, Next to the <b>CLIR</b> menu.
2.	On <b>CLIR</b> , type any character next to <b>INOP</b> , then tab down and enter the PI’s SSN and/or Name in the appropriate fields. Press Enter. Either the CLPR or CLIS screen will appear. <ul style="list-style-type: none"> <li>• If CLPR appears, go to Step 3.</li> <li>• If CLIS appears, review the list of possible matches. If the person you are looking for is listed, type his/her Sequence Number (displayed at far left) at the bottom of the screen; press Enter. The CLPR screen will appear.</li> </ul>
3.	Check the information on <b>CLPR</b> to make sure that: <ul style="list-style-type: none"> <li>• This person was the PI in the original case; and</li> <li>• The <b>Part End</b> date is within the last 4 benefit months.</li> </ul> <b>Note the case number</b> , and press F2 to return to CLIR.
4.	On the <b>CLIR</b> menu, select <b>RAEC</b> (Register Application for Existing Case), and enter the case number at the bottom of the screen. Press Enter. (This accesses the APRE screen.)
5.	On <b>APRE</b> , update the Worker Number and Wkr Typ/County/Unit fields, if necessary. Then enter the following in the appropriate fields: <ul style="list-style-type: none"> <li>• Codes for the programs applied for (and Subtype codes if any),</li> <li>• The Application Date and Start Date.</li> </ul> Tab down to the bottom section, and enter the following for each person: <ul style="list-style-type: none"> <li>• Relationship code,</li> <li>• POA (Position on Application number). The PI must be POA 01.</li> </ul> Then complete the following: <ul style="list-style-type: none"> <li>• IF you have registered FS, type Y or N in ‘Expedited Food Stamps’ field.</li> </ul> Press Enter. This will access the ADDR (Address) screen.
6.	Update information on the ADDR screen as necessary, and press Enter. As each screen in the default screenflow is accessed, make updates as needed.
NOTE: If the household composition has changed, see the TEAMS Process Guide: “ <b>Adding and Deleting Household Members.</b> ”	